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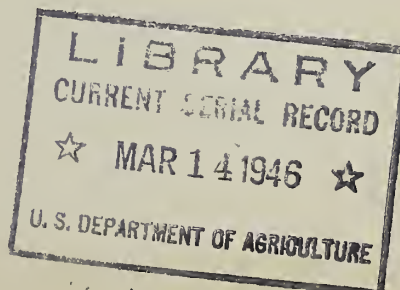
UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 10.4

Duty Officer Assignments

In order to allow for the orderly transaction of Shipping and Storage operations on weekends, there is hereby established provision for the assignment of a duty officer every Saturday morning, both in Washington and in each Field Office. The hours of duty shall be from 9:00 a.m. to 1:00 p.m. and longer, if necessary. The functions of duty officers are to check and see which offices are working overtime, to receive important teletype messages, and if necessary, contact key personnel to handle emergency situations, to receive any visitors, to answer incoming calls and satisfy requests, and to keep logs of business transacted. Duty officers will be required to submit these logs in Washington to the Director of the Branch, and in the Field to the Chiefs of the respective Field Offices, the Monday following their tour of duty.

Field Offices are instructed to furnish this office a roster showing names of employees selected in advance and a listing of those offices under their jurisdiction that will be open the following Saturday. It is necessary that a responsible key employee be selected to serve as duty officer, such as the Assistant Chief or a head of a major Section. A rotation system is desirable making it known in Washington the order of selectivity. (Note Washington Assignments) Each Field Office is instructed to immediately forward complete listings of home addresses and home telephone numbers for all supervisory personnel in the Field Offices, as well as Sub-offices.



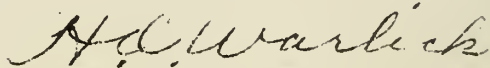
In Washington the following key personnel will serve as duty officers on the dates shown:

<u>Date</u>	<u>Duty Officer</u>	<u>Division</u>
February 23	Wm. L. Rice	Administrative
March 2	Francis H. Hanks	Claims
March 9	H. Banks Collings	Field Operations
March 16	Anthony A. Cevalco	Inspection & Maintenance
March 23	C. R. Rodwell	Inventory Accounting
March 30	Clarence E. Becker	Shipping
April 6	Chas. E. Raeder	Program Operations
April 13	Clifford H. Spence	Program Operations
April 20	George Cheely	Shipping
April 27	J. A. Bonnington	Director's Staff
May 4	A. S. Mason	Director's Staff
May 11	Wm. H. Kennedy	Director's Staff
May 18	Wm. L. Rice	Administrative
May 25	Francis H. Hanks	Claims

(To continue on successive weekend dates in order named above)

There will be no change of duty officer assignment dates in Washington without prior approval from the Office of the Director. The employees listed above shall immediately furnish their home addresses and telephone numbers to this office.

Headquarters for duty officers in Washington shall be in Room 1095, Telephone Extension 4037.

  
H. O. Warlick,  
Director, Shipping and Storage Branch

Distribution codes "A" and "B"  
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